

	<h1 style="margin: 0;">RENTAL HOUSING BUSINESS LICENSE APPLICATION</h1>	Form last updated on Sept. 9, 2013
Physical Address: Auburn City Hall Annex, 2 nd Floor 1 East Main Street	Mailing Address: 25 West Main Street Auburn, WA 98001-4998	Webpage & Email: www.auburnwa.gov permitcenter@auburnwa.gov
Phone and Fax: Phone: 253-931-3090 Fax: 253-804-3114		

GENERAL INFORMATION		
<u>LICENSEE MAILING ADDRESS (This is the location where the license and renewal forms will be sent)</u>		
Name: _____ Title: _____ Address: _____ Suite #: _____ City, State: _____ Zip: _____ Phone: _____ Fax: _____ Email: _____		
LEGAL STATUS: <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Individual <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Other		
BUSINESS INFORMATION		
WA STATE UBI/TAX #: (If applicable)		
BUSINESS INFORMATION FOR CORPORATIONS, LLCs, PARTNERSHIPS FEDERAL TAX ID #: (If applicable)		
PROPERTY/BUILDING INFORMATION		
<u>RENTAL HOUSING UNITS</u> (list all properties you own)		
Property Name/Address	# of Units	Parcel Number
Are you residing within this home? <input type="checkbox"/> Yes <input type="checkbox"/> No	# of Bathrooms _____ # of Bedrooms _____ # of Occupants _____ # of on site parking spaces _____ Are you leasing individual rooms <input type="checkbox"/> Yes <input type="checkbox"/> No	
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Have you ever had a rental housing business license with the City of Auburn denied, revoked or suspended? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when and for what property: _____		

COMPLETE THIS SECTION EVEN IF LISTED ABOVE (attach separate page if necessary):

BUSINESS OWNER INFORMATION		
Name:		Title:
Address:		City/State:
Phone:	Fax:	Email:
Date of Birth:	Place of Birth:	Driver's License #:
BUSINESS CO-OWNER INFORMATION (IF APPLICABLE)		
Name:		Title:
Address:		City/State:
Phone:	Fax:	Email:
Date of Birth:	Place of Birth:	Driver's License #:
PROPERTY MANAGER/AGENT INFORMATION		
Name:		Title:
Address:		City/State:
Home Phone:	Fax:	Email:
Date of Birth:	Place of Birth:	Driver's License #:
LOCAL EMERGENCY CONTACT INFORMATION (Contact must be within 50 miles of the property)		
Name:		Title:
Address:		City/State:
Home Phone:	Fax:	Email:
Alternate Phone:	Alternate Fax:	Alternate Email:
Date of Birth:	Place of Birth:	Driver's License #:

I hereby certify and declare under penalty of perjury under Washington law that the statements furnished by me on this application are true and complete to the best of my knowledge. I understand that issuance of this license is conditioned upon compliance at all times with all applicable ordinances, regulations, conditions, and statutes of the City of Auburn and the State of Washington. The issuance of this business license does not imply compliance with the Zoning Code and International Fire and Building Codes.

Notice to owners of single family residential dwelling units that will be rented: By signing this application you are also acknowledging and agreeing to the following terms:

- For property owners that do not reside on site, I understand that I am required to schedule an annual building inspection with the City of Auburn Building Department. The building inspector will be provided access to all exterior and interior areas of the property. The purpose of the inspection is to ensure that unauthorized structural alterations have not occurred, that there are no life safety concerns, and that occupancy limits have not been exceeded.
- As the landlord, you are responsible for ensuring that you are providing safe living conditions for tenants.
- As the landlord, you are responsible for ensuring that garbage and recycling receptacles are on site and available to tenants and for ensuring that garbage and recycling curbside service is provided.
- As the landlord, you are responsible for landscaping and the general external appearance of the property.
- As the landlord, you are responsible for ensuring that there is adequate on-site parking available for all tenants.
- As the landlord, you are responsible for implementing management strategies that ensure that tenants under the age of 18 are complying with the curfew requirements of Auburn City Code Chapter 9.14 when the minor does not have an onsite resident guardian or chaperone.

Date _____ Signature _____ Title _____